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1221 EAST BROAD STREET
RICHMOND, 23219

H. M. SHAVER, JR.
STATE LOCATION AND DESIGN ENGINEER: B

Mr. John P. Fowler, II, P.E.
Dewberry and Davis
8401 Arlington Boulevard
Fairfax, Virginia 22031

Your proposal for Phase II engineering services on the above noted project submitted with your letter of June 28 has been approved by our Highway and Transportation Board.

Supplemental Agreement No. 1 has been executed by Commissioner King and I am enclosing a copy for your file.

You are authorized to proceed with the work and please contact Mr. S. R. Conley should you have any questions regarding this project.

H. M. Shaver, Jr.

Enclosure: (1)

cc: CIA-w/copy of Supplemental Agreement

TRANSPORTATION – AMERICA'S LIFELINES

Sanitized Copy Approved for Release 2010/06/09 : CIA-RDP89-00244R001002290005-8

SUPPLEMENT NO. 1 TO
MEMORANDUM OF AGREEMENT
FOR
Traffic Analysis, Design Alternatives,
Surveys and Complete Road and Bridge Plans

Routes 123, 193 and George
Washington Memorial Parkway

State Project 0219-A-002

County of Fairfax

Roadways Adjacent to the Central Intelligence
Agency's Headquarters at Langley

THIS SUPPLEMENTAL AGREEMENT, MADE AND ENTERED INTO THIS, THE 15th day of August, 1985, by and between the Commonwealth of Virginia, Department of Highways and Transportation, whose office is in the City of Richmond in the Commonwealth of Virginia, hereinafter referred to as "THE DEPARTMENT" acting by and through its duly authorized Commissioner, party of the first part, and Dewberry & Davis, with offices at 8401 Arlington Boulevard, Fairfax, Virginia 22031, hereinafter referred to as "THE CONSULTANT", party of the second part.

This Supplemental Agreement No. 1 covers the fees for PHASE II Services included in the original AGREEMENT, except for preliminary and final bridge plans which are not required, plus an increase in the scope of work. The increase in the scope of work consists of providing construction plans for the following items not covered in the original agreement:

- o Sign Plans
- o Landscape Plans

Surveys shall be sublet to Cervantes and Associates, P.C.

THE AGREEMENT dated October 14, 1983, remains unchanged except for the following Articles which are added or revised as follows:

3.11 - SIGN PLANS

The work under THIS AGREEMENT shall consist of the (1) preparation of preliminary signing, pavement marking and delineation plans, and (2) development of complete contract permanent traffic sign, pavement marking and delineation plans and specifications for the project included in THIS AGREEMENT. The plans and specifications shall be developed in accordance with applicable provisions of the "Manual of Uniform Traffic Control Devices", the current edition of THE DEPARTMENT'S Road and Bridge Specifications, any applicable special provisions, the AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals and as otherwise may be directed by THE DEPARTMENT.

3.11.1 - Preliminary Signing Plans

Preliminary signing plans shall be prepared on a continuous roll or other method suitable to THE DEPARTMENT to a scale of one inch equals fifty feet (1" = 50') and shall show locations and legends for all permanent guide signs proposed by THE CONSULTANT. These plans shall be included in the roadway field inspection plans, including an approximate cost estimate.

After field inspection, THE DEPARTMENT will return one (1) set of the preliminary signing plans to THE CONSULTANT with any comments or requests for change that may be appropriate.

3.11.2 - Final Design and Contract Documents

The plans and specifications shall include all permanent traffic signs, pavement markings and delineators required for the main line, ramps, crossing roadways, and relocated roadways and all data necessary for the design, fabrication, and installation of all such signs, delineators and their supports. Such data shall include, but not necessarily be limited to, sign legend, sign support foundation and footing details, sign lighting details, locations and details for power sources required for sign lighting, sign locations, sign schedules, sign elevation details, pavement marking details, delineator design, location, and installation details, and project summaries and cost estimates.

The plans shall be prepared in ink on standard size plastic plan sheets (36 inches by 22 inches, with a 1/2 inch border, except on the left edge where the border shall be 2 inches) to the same scale as the road plans (1" = 50').

All drafting shall be done in such a manner that, when reduced to one-half of the original size, the plan sheets will be perfectly legible and useful for construction. Thus, lettering should be a minimum of 1/8 inch in height.

3.12 - LANDSCAPE PLANS

Complete construction plans shall be prepared which shall include all data necessary for the taking of bids together with an itemized estimated cost and specifications for any item not covered in THE DEPARTMENT'S Road and Bridge Specifications for landscaping and attendant landscaping elements of the nature within the limits as follows:

3.12.1 - Make-up of Plans

The plans shall be plotted to a scale of one inch equals fifty feet (1"=50'). Where needed, details of design shall be plotted at a minimum scale of one inch equals twenty-five feet (1"=25') or as required to clearly show planting details.

3.12.2 - Plan Submission

Upon completion of the schematic design, THE CONSULTANT shall submit the plans for an in-house review.

The schematic design, together with the comments received during the review, will act as a base for further plan development. Design elements will be refined to show specific plantings and details of specific areas requiring attention.

Construction documents shall be presented to THE DEPARTMENT for their review and input when the design is 65% complete (field inspection stage).

3.12.3 - Field Inspection

Tracings prepared with soft pencil and not ink shall be included in the roadway field inspection plans, including an approximate cost estimate.

Immediately following the field inspection, THE CONSULTANT shall proceed to complete the construction plans in accordance with the field inspection recommendations.

3.12.4 - THE CONSULTANT shall:

Prepare plans for any glare control, safety barrier or snow barrier planting deemed desirable.

Prepare plans for the use of vines, shrubs, and trees to hide construction scars not covered by vegetation, visible from other highways.

Make such suggestions, other than normal seeding, as will tend to improve the overall appearance of this section of roadway.

4.03 - TIME TO COMPLETE WORK

4.03.1

Phase II Services shall be completed and delivered to THE DEPARTMENT by March 17, 1986.

10.01 - COST PLUS NET FEE10.01.1 - Net Fees

For services performed in accordance with the provisions of THIS AGREEMENT, THE DEPARTMENT shall pay to THE CONSULTANT its actual cost, as defined below, plus a Net Fee as follows:

\$ 5,951.00	Phase I	
<u>20,262.00</u>	Phase II	(See Attachment B)
\$26,213.00	Total	

The fee remains fixed regardless of differences between the estimated and actual cost to THE CONSULTANT, except as otherwise stipulated in THIS AGREEMENT.

10.01.2 - Actual Cost

Actual cost shall include all direct salaries, payroll burden, indirect cost of overhead, computer cost, and non-salary direct cost, as defined below.

The actual cost is estimated as follows:

\$ 79,049.00	Phase I	
<u>167,738.00</u>	Phase II	(See Attachment B)
\$246,787.00	Total	

The actual cost shall be determined by audit at the time of final payment.

10.01.12 - Total Compensation

Except as may be changed by the provisions of Section 10.03 Changes in Work, the maximum total compensation payable under THIS AGREEMENT will not exceed:

\$ 85,000.00	Phase I	
<u>188,000.00</u>	Phase II	(See Attachment B)
\$273,000.00	Total	

IN WITNESS WHEREOF the parties to THIS AGREEMENT have hereunto set their hands
as of the day and year first written above.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HIGHWAYS
AND TRANSPORTATION

WITNESS: *Senh B. Heath*

Harold C. Ang
COMMISSIONER

WITNESS: *Dana M. Ritchie*

DEWBERRY & DAVIS

Richard Dewberry
PARTNER

VDH&T REVIEW

LEGAL *J. J. Hayes*

FISCAL *J. B. O'Quinn* 7/31/85

Dewberry & Davis



Engineers
Architects
Planners
Surveyors

8401 Arlington Boulevard
Fairfax, VA 22031
703 849-0000

ATTACHMENT B

June 28, 1985

ILLEGIB
STAT

Mr. H. M. Shaver, Jr.
State Location & Design Engineer
Commonwealth of Virginia
Department of Highways & Transportation
1221 East Broad Street
Richmond, Virginia 23219

*Please review and
process in usual manner*
7/1

Re: CIA Access Improvements - Phase II
D&D Proposal #9236

Dear Mr. Shaver:

Dewberry & Davis is pleased to submit this proposal for surveys, final design and plan development for the referenced Project. Included are design and plans for signing, signals and landscaping. Also included is the effort associated with the continued involvement of the CIA Traffic Advisory Committee.

Attached is our proposed scope of services, estimated level of effort, proposed compensation, and the schedule for the Project. Survey services would be provided by Cervantes and Associates, P.C., a qualified Minority Business Enterprise firm, in accordance with our commitment.

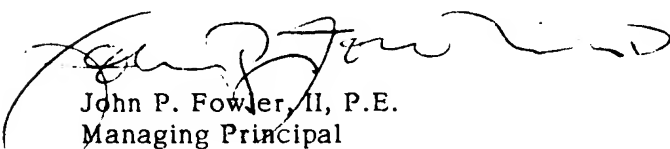
We have scheduled completion by March 1, 1986 as required in your letter of June 21, 1985. In order to achieve that commitment, we have assumed that work would be initiated in mid-July. We have also assumed expedited scheduling of field inspections and reviews.

Proposed compensation is based on audited overhead rate approved by the Department and upon salary schedules consistent with rates approved for the Route 28 Project. No salary escalation is included since our salary adjustments for 1985 have already occurred and rate adjustments in 1986 will not occur until after the Project assignment is complete, provided that the schedule is met.

We appreciate the opportunity to complete our assignment on this Project.

Yours very truly,

DEWBERRY & DAVIS


John P. Fowler, II, P.E.
Managing Principal

JPF:rad
Enclosure

Fairfax, VA
Annapolis, MD
Danville, VA
Frederick, MD

Gaithersburg, MD
Manassas, VA
Morningside, TN
Woodbridge, VA

CIA ACCESS IMPROVEMENTS

PHASE II - FINAL DESIGN AND CONSTRUCTION DOCUMENTS

SCOPE OF SERVICES

PROJECT DESCRIPTION

Phase II of the CIA Access Improvement Study comprises the development of preliminary and final construction plans and specifications to implement the preferred concept (Alternative 2) for the intersection of Route 193 (Georgetown Pike) and the CIA Entrance Road with Route 123 (Chain Bridge Road). The project extends approximately 4000 feet along Route 123, from Dunaway Drive at the west end past Basil Road to the east. Route 193 will be realigned for approximately 900 feet and grades and widths will be adjusted on several intersecting streets. The preferred plan requires elimination of existing channelization at both major intersections so as to facilitate the control of left-turning traffic by traffic signals. Abandoned pavement will be removed and the site will be regraded and landscaped to blend with the surroundings.

Three Citizens Advisory Committee Meetings will be conducted during the development of the project design. At those meetings, which will be held after the preliminary field inspection, the 55% field inspection, and approximately two weeks before completion of the construction plans, emphasis will be placed on community concerns. These are known to include traffic engineering and traffic management issues both during construction and in the operation of the completed project; and the mitigation of adverse environmental effects that might result from either the project or the anticipated increase in traffic following the completion of the CIA facility expansion.

Work to be performed under this contract is outlined below. This work will be executed in accordance with current guidance provided by VDH&T, FHWA, and AASHTO. Geotechnical investigations and foundation recommendations will be provided by VDH&T.

CIA ACCESS IMPROVEMENTS

PHASE II - FINAL DESIGN AND CONSTRUCTION DOCUMENTS

SCOPE OF SERVICES

SCOPE OUTLINE

TASKS

A. Field Surveys

- a. List property owners and deliver to VDH&T.
- b. Stake centerline of main and intersecting roads.
- c. Conduct survey of field conditions including: all surface and subsurface culture; major trees; property corners; and edges of pavement.
- d. Stake locations for geotechnical investigations.
- e. Conduct supplemental surveys to determine site conditions as needed.

B. Base Mapping - Prepare topographic base plan sheets - Scale 1"=50', Contour Interval: 2'.

C. Preliminary Design (and Right-of-Way Plans if Required)

Prepare 50-scale preliminary layout of preferred roadway location on roll drawing and preliminary cost estimate.

C-1. Field inspection.

D. Preliminary Traffic Control

E. Preliminary Maintenance of Traffic

F. Preliminary Landscaping

G. Field Inspection Plans

Prepare roadway field inspection plans. Field inspection plans will be prepared in accordance with VDH&T Standards. These plans will show: typical sections; final alignment; grades; construction limits; construction easements if needed; major drainage facilities; and estimate of construction quantities. The field inspection plan assembly will include:

- * Cover
- * Typical Sections
- * Roadway Plans
- * Roadway Profiles
- * Major Drainage Structures
- * Traffic Control Plans
- * Maintenance of Traffic Plan
- * Landscaping Plan
- * Construction Quantity Summary

G-1 Field Inspection

Conduct 55% complete field inspection, and incorporate field review comments.

H. Final Plans and Specifications

Prepare roadway construction plans and specifications including: maintenance and protection of traffic; signing, signalization and pavement markings; landscaping; and roadway element. The roadway construction plan assembly will include:

<u>Sheet Title</u>	<u>Sheet No.</u>
Cover Sheet	1
General Plan & Sheet Layout	2
General Notes & Legend	3
Quantity Summaries	4
Typical Sections	5-7
Miscellaneous Pavement Details	8
Miscellaneous Drainage Details	9
Utility Details	10
Geometric Layout Plan	11
Curve Data Summary	12
Maintenance of Traffic	13-16
Grading, Drainage & Utility Plans	17-20
Pavement Plan	21-24
Roadway Profiles	25-28
Drainage Tabulations	29
Utility Tabulations	30
Signalization Plans, Timing, and Schedules	31-32
Signing and Striping Plans and Schedules	33-37
Landscaping Plans and Schedules	38-42
Cross Section Location Plan	43
Cross Section, Ground Lines, Templates, and Earthwork	(20 Sheets)
<hr/>	
	43 Plans
	20 Cross Sections

I. Public Meetings

Formulate presentations for Advisory Committee Meetings and assist in the organization and conduct of such meetings.

CIA ACCESS IMPROVEMENTS
PHASE II - FINAL DESIGN AND CONSTRUCTION DOCUMENTS
SCHEDULE

	1985					1986		
TASKS	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.
Field Surveys								
Base Mapping								
Preliminary Layout								
Field Inspection				*				
Preliminary Traffic Controls								
Preliminary Maintenance of Traffic								
Preliminary Landscaping								
Field Inspection Plans								
Field Inspection						*		
Final Plans And Specifications								
Public Meetings				C		C		C

* Field Inspections
C Advisory Committee Meetings

CIA ACCESS IMPROVEMENTS
PHASE II - FINAL DESIGN AND CONSTRUCTION DOCUMENTS
MANHOUR ESTIMATE

D&D	Prin.	Proj. Mgr.	Sr. Engr.	Engr. 1	Engr. 2	Landsc. Arch	Surv. Coord	Sr. Drafter	Drafter	Word Proc.
A. Field Surveys	4	8					16			
B. Base Mapping	4	8					8			
C. Preliminary Layout	20	40	80	64	64			80	64	40
D. Preliminary Traffic Control	4	8	24	120	80				16	
E. Preliminary Maintenance of Traffic	4	8	16	40	40				40	
F. Preliminary Landscaping	4	8				56		80	80	
G. Field Insp. Plans	40	80	160	280	320			200	280	40
H. Final Plans And Specifications	60	120	200	320	440	52		280	384	80
I. Public Meetings	<u>24</u>	<u>36</u>	<u>24</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u> </u>	<u>80</u>	<u> </u>	<u>12</u>
TOTALS	164	316	504	836	956	120	24	720	864	172

CIA ACCESS IMPROVEMENTS

PHASE II - FINAL DESIGN AND CONSTRUCTION DOCUMENTS

EMPLOYEE CLASSIFICATION AND HOURLY RATES*

	<u>Range Of Salary Rates</u>	<u>Weighted Average For This Proposal</u>
Principal	\$ 31.73	\$31.73
Project Manager	19.24	19.24
Senior Engineer	18.00 to 18.51	18.25
Engineer 1	14.31 to 15.00	15.00
Engineer 2	11.35 to 13.00	12.25
Landscape Architect	13.46 to 15.87	14.75
Survey Coordinator	13.08	13.08
Senior Drafter	12.75 to 17.25	14.00
Drafter	8.25 to 11.35	9.90
Word Processor	9.57 to 10.75	10.20

*Based on actual rates for staff expected to work on Project.

CIA ACCESS IMPROVEMENTS

PHASE II - FINAL DESIGN AND CONSTRUCTION DOCUMENTS

SCHEDULE OF COMPENSATION

DIRECT SALARY COSTS

Principal	164 X \$31.73	\$ 5,204
Project Manager	316 x \$19.24	6,080
Senior Engineer	504 x \$18.25	9,198
Engineer 1	836 x \$15.00	12,540
Engineer 2	956 x \$12.25	11,711
Landscape Architect	120 x \$14.75	1,770
Survey Coordinator	24 x \$13.08	314
Senior Drafter	720 x \$14.00	10,080
Drafter	864 x \$ 9.90	8,554
Word Processor	172 x \$10.20	<u>1,754</u>

TOTAL ESTIMATED SALARIES \$67,205

OVERHEAD (At 101%) 67,877

SUBTOTAL \$135,082

NET FEE (At 15%) 20,262

SUBTOTAL \$155,344

DIRECT EXPENSES* 3,600

D&D TOTAL \$158,944

SAY \$159,000

CERVANTES ASSOC. SUBCONTRACTED
SERVICES \$ 29,000

TOTAL LIMITING FEE \$ 188,000

*ESTIMATED DEWBERRY & DAVIS DIRECT EXPENSES

Travel - Local	500 Miles	
Travel - Richmond	<u>1,000</u> Miles	
	1,500 Miles At \$.205/Mile	SAY \$ 300

Print, Photograph, Plate	1000
Reproduction	
Computer - \$160. Hour x 12.5 Hours	2000
Miscellaneous Direct Expenses	<u>300</u>

TOTAL DIRECT EXPENSES \$ 3,600

R L C L I - -

CERVANTES AND ASSOCIATES, P.C.

Engineers • Planners • Surveyors

JUN 28 1985

DEWBERRY & DAVIS

Rafael T. Cervantes, P.E.
John Elliott Dent, P.E.

June 28, 1985

Dewberry and Davis
8401 Arlington Blvd.
Fairfax, Virginia 22031

Attn: Mr. John Fowler, II

Re: C.I.A. Entrance Surveys

Subject: Proposal for Surveying Services

Dear John:

We are very pleased to submit this proposal for surveying services for the reference project, as requested by you.

The scope of work for each task that we will perform is described in Exhibit "A".

The Direct Labor fee for the described tasks has been computed based on estimated hours to complete the tasks and direct hourly rates (Exhibit "C") and is shown on Exhibit "B".

The overhead cost factor of 105% has been accepted by Mr. Joseph Young, Senior Auditor of the Virginia Department of Highways and Transportation, as a provisional rate for the Springfield Bypass project (see attached letter), and is utilized to compute the overhead costs.

A summary of the fee for this project is as follows:

COMPUTATION OF FEE:

A. Direct Labor Cost-----	\$ 10,950.50
B. Overhead on Payroll, and General Administrative Expenses 105% -----	\$ 11,607.53
C. Fee Base (A + B)-----	\$ 22,558.03

2800 Juniper Street, Suite 2, Fairfax, Virginia 22031

[703] 573-9033

Mr. John Fowler, II

June 28, 1985

2

D. Net Fee	
15% of \$ 22,558.03-----	\$ 3,383.70
E. Other Direct Costs	
(Reimbursable-Exhibit "D")-----	\$ 2,571.00
Total Cost	\$ 28,512.73
Say \$	29,000.00

A tentative project schedule and flow chart is Attached in Exhibit "E".

General Conditions to this proposal are attached as Exhibit "F" and are made a part of this letter.

If this proposal is satisfactory and acceptable, and fully sets forth all terms of our understanding, please signify your acceptance by signing and giving your position of authority in the space provided and return a copy to our office. This document will then constitute our complete contract.

Thank you for giving us the opportunity to present this proposal

Very truly yours,

Cervantes and Associates, P.C.



Rafael T. Cervantes, P.E.

ACCEPTANCE:

We/I _____, in consideration of the terms and conditions of this proposal, which are fully set forth herein do hereby accept this proposal as our complete agreement.

Date: _____

By: _____
Name Position

EXHIBIT "A"

SCOPE OF WORK

Phase 1. Basic Mapping Tasks

Research of Properties: Check and obtain all deed and plat information on subject properties.

Research Ex. Roads: Obtain from the VDH&T & County all highway layouts in R.O.W. area.

Research of Utilities: Research utility companies records for underground utilities in project area.

Horizontal Control: Research with county and federal governments for existing horizontal and vertical control in area of R.O.W. . Set up and reference all traverse. Run traverse to VDH&T specifications, check and reduce Field Data.

Vertical Control: Set up and run bench marks to meet VDH&T specification, check and reduce field data.

Compute and Plot Traverse: Compute and plot all traverse.

Topography: Field shot topo at a scale of 1"-50' with 2' contours on an area of 35 acres. Topo to include, elevations at edges of pavement of existing west bound Route 123 and other roads where new construction will be tying in with old pavement and cross sections of pavement taken where needed and all utilities in project area to be located.

Project Management: Daily supervision of the project. Scheduling tasks and personnel for best utilization of manpower. Continous planning and coordination of activities to meet proposed dead lines. Preparation of weekly progress reports and evaluation of project progress. Determination of actions needed to correct deviations from project schedule. Monitoring and controlling project quality in accordance with required standards.

Property Boundary Corners: Recover and tie property corners on parcels adjacent to R.O.W..

SCOPE OF WORK (CONT.)

2.

Computation and plotting Existing R.O.W.: Compute and plot from field information all existing parcels and dedicated R.O.W. information in area of project.

Stake-out Center Line: Stake out one center line on Route 123 and the entrance to C.I.A. Hubs set at 50' stations on tangent sections and 25' stations on curves.

Pr. No. FB 245
 Pr. Name C I A Entrance Surveys
 Location: Fairfax County, Virginia.

EXHIBIT B June 28, 1985.

Number	Direct Labor Tasks	1		20		21		9		29		Total Hours	Total Costs
		Principal Hours	Cost	Prt. L S Hours	Cost	Sr S Tch Hours	Cost	Sr. Drafts Hours	Cost	4-M Crew Hours	Cost		
I. SURVEY PHASE:													
21	Research - Properties		\$0.00	3	\$55.50	16	\$240.00		\$0.00		\$0.00	19	\$295.50
211	Research - Ex. Roads		\$0.00	2	\$37.00	4	\$60.00		\$0.00		\$0.00	6	\$97.00
212	Research - Ex. Utilities		\$0.00	1	\$18.50	6	\$90.00		\$0.00		\$0.00	7	\$108.50
24	Horizontal Control		\$0.00	4	\$74.00		\$0.00		\$0.00	20	\$700.00	24	\$774.00
25	Vertical Control		\$0.00		\$0.00	6	\$90.00		\$0.00	16	\$560.00	22	\$650.00
26	Property Boundary/Corners		\$0.00	4	\$74.00		\$0.00		\$0.00	20	\$700.00	24	\$774.00
671	Computing & Plotting Traverse		\$0.00	4	\$74.00	25	\$375.00		\$0.00		\$0.00	29	\$449.00
29	Topographic Survey		\$0.00	2	\$37.00	10	\$150.00	48	\$504.00	100	\$3500.00	160	\$4191.00
67	Computing & Plotting RDM		\$0.00	25	\$462.50		\$0.00	32	\$336.00		\$0.00	57	\$798.50
35	Stakeout of Center Line		\$0.00	2	\$37.00	20	\$300.00		\$0.00	40	\$1400.00	62	\$1737.00
1	Project Management	14	\$336.00	40	\$740.00		\$0.00		\$0.00		\$0.00	54	\$1076.00
SURVEY TOTALS=		14	\$336.00	87	\$1509.50	87	\$1305.00	80	\$840.00	196	\$6860.00	464	\$10950.50

EXHIBIT "C"

PROFESSIONAL FEES		6/27/85
No.	Billing Categories	Rate
1	Principal	\$24.00
9	Sr. Draftsman	\$10.50
20	Licensed Land Surveyor	\$18.50
21	Sr. Survey Technician	\$15.00
23	Survey Party Chief	\$13.50
24	Instrument Man	\$9.00
25	Rodman - Chainman	\$6.25
29	Four Man Survey Crew	\$35.00

ENGINEERS · PLANNERS · SURVEYORS

EXHIBIT "D"

OTHER DIRECT COSTS:

1. Computer and Electronic Plotter Use, estimated as 50 hrs. @ \$ 17.50/hr.....	\$ 875.00
2. Travel Costs estimated as 800 miles @ \$ 0.245/mile.....	\$ 196.00
3. Survey Materials:.....	\$ 1,000.00
4. Reproductions and Printing.....	\$ 300.00
5. Messenger Service and Postage.....	\$ 200.00

TOTAL	\$ 2,571.00

HAROLD C. KING, COMMISSIONER
 EUGENE M. DANE, BRUNSVILLE DISTRICT
 T. GEORGE VANDERHART, JR., BALTIMORE DISTRICT
 JAMES L. DAVIDSON, JR., LYNCHBURG DISTRICT
 W. M. T. FORRESTER, RICHMOND DISTRICT
 RICHARD S. BRYDGES, VIRGINIA BEACH DISTRICT
 H. R. HUMPHREYS, JR., WELLS DISTRICT
 JOSEPH M. GUNFIRE, ALEXANDRIA DISTRICT
 ROBERT W. SMALLEY, BRARYVILLE DISTRICT
 T. EUGENE SMITH, MCLAN, AT LARGE-URBAN
 ROBERT A. GUNCKE, BLACKSTONE, AT LARGE-RURAL



OSCAR E. MARY, DEPUTY COMMISSIONER
 J. M. WRAY, JR., CHIEF ENGINEER
 J. T. WARREN, DIRECTOR OF ADMINISTRATION
 H. W. WORRALL, DIRECTOR OF FINANCE
 JACK HODGE, ASSISTANT CHIEF ENGINEER
 BALLY H. COOPER, DIRECTOR OF RAIL AND PUBLIC TRANSPORTATION
 J. G. RIPLEY, DIRECTOR OF PLANNING AND PROGRAMMING

COMMONWEALTH of VIRGINIA

DEPARTMENT OF HIGHWAYS & TRANSPORTATION
 1221 EAST BROAD STREET
 RICHMOND, 23219

February 12, 1985

Indirect Costs (Payroll Burden &
 Gen. & Admin. Overheads) Fiscal
 Year Ending September 30, 1984

Mr. Rafael T. Cervantes, President
 Cervantes and Associates, P.C.
 2800 Juniper Street, Suite 2
 Fairfax, Virginia 22031

Dear Mr. Cervantes:

Mr. Joseph T. Young, Senior Auditor-External of the Virginia Department of Highways and Transportation has completed an audit of Cervantes and Assoc., P.C. for Fiscal Year ending September 30, 1984.

Scope of Audit

The audit was performed in accordance with generally accepted auditing standards and included such tests of the accounting records and such other auditing procedures as were considered necessary in the circumstances. The cost principles contained in the Federal Procurement Regulations, Sub-part 1-15.2, and Virginia Department of Highway and Transportation's Guide Specifications for Consultant Services Section 10.02.11, Non Allowable Costs, were used as criteria in determining the allowable costs. Total costs were reconciled to the financial statements compiled by Hester, Roth & Callaway, C.P.A.

Based on our audit the following provisional rate is approved for use in the fee proposal for the proposed Springfield Bypass project.

Indirect Costs (Overheads)	<u>104.85%</u> (Per Attachment "A")
----------------------------	--

The above rate was developed on the basis of Direct Labor.

We would like to take this opportunity to thank you for the help and cooperation afforded Mr. Young during the course of the audit.

Mr. Rafael T. Cervantes

-2-

February 12, 1985

Please sign and return one copy of this letter for our file.

Sincerely,

Vernon L. Moore

Vernon L. Moore
Audit Manager-External

JTY/tbf

Attachments

I concur with the rate shown above.

Cervantes and Associates, P.C.

By

Title

Date

Rafael T. Cervantes
PRESIDENT

February 18, 1985